

NATURAL SCIENCE CURATOR II

This is administrative and technical work in the collection, accession, taxonomic identification, and exhibition of native and representative natural resources for archival and education purposes in a small natural science facility, or in direction of the Natural Science Museum's educational program. Employees may serve as managers over the major museum's educational program; or manage the curatorial and educational programs of a smaller natural science facility. Work requires directing the activities of lower-level curators and technical support positions by planning section or facility goals, objectives, and program emphasis in concert with the overall departmental mission. Administrative planning and directing also entails determining and recommending budgetary, personnel, space and equipment needs, and utilization. Employees in this class receive broad program parameters and are relatively independent in directing the daily operation of the museum's educational program or natural science facility. Work is performed under the general guidance and review of a museum director or faculty department head.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees establish broad project and program objectives and plans, and coordinate these objectives within the overall goals of the department. This involves determining educational needs, curatorial technical consultation, and research along with the availability of natural science and financial resource availability in developing long-range plans in concert with budgetary, personnel, and space constraints.

Organizing and Directing - Employees direct the daily work flow, and change staff assignments to accommodate varying emphases in education programs, curatorial activities, or public service needs.

Budgeting - Employees evaluate and project budgetary needs of their unit in concert with the director or department head, and justify the needs in terms of desired growth, scope of projects or programs, and field activities.

Training - Employees evaluate the training needs of subordinate staff and provide on-the-job training and workshops to develop skills and knowledge required to perform the duties. Employees encourage staff to attend and participate in professional meetings.

Setting Work Standards - Employees modify, determine, and establish operational procedures and techniques within the broad guidelines of the profession, State and Federal regulations, and natural science facility. Employees participate in developing policy and guidelines that govern work processes and acceptability.

Reviewing Work - Employees review the work of subordinate staff engaged in program areas such as collections development and educational programs, in order to evaluate project direction, quality, and effectiveness. Modifications may be made to ensure operation within program parameters.

Counseling and Disciplining - Employees may resolve minor complaints or problems with subordinates. Major problems involving disciplinary actions may be resolved in conjunction with the director or department head.

Performing Other Personnel Functions - Employees recommend the selection, dismissal, performance appraisal promotion, reassignment, and salary adjustment of subordinate staff, with a higher level of management having final approval.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - The work field is relatively stable, but programs and services are expanding and changing based on educational and research emphasis.

Variety of Work Supervised - Employees administratively and technically supervise staff in developing and executing education programs and developing conservation programs.

Number of Employees Responsible For - Employees supervise 2 to 10 permanent staff, and organize and oversee the work of up to 150 volunteers.

III. EXTENT OF SUPERVISION RECEIVED: Considerable independence in performing daily work functions. Employees discuss matters that may impact on the organization with a higher level prior to implementation.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: N/A

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of vertebrate or invertebrate zoology, botany, or a related biological science depending upon the area assigned. Considerable knowledge of museum educational and collections techniques. Knowledge of natural science field and scientific terminology. Knowledge of educational concepts and methods. Considerable skill in the management of financial, personnel, and materials resources. Ability to train and supervise others. Ability to communicate effectively with a wide range of the general public.

Minimum Education and Experience - Graduation from a four-year college or university with a major in zoology, botany, geology, or other science curriculum related to the area of work assigned and three years of curatorial and teaching experience in a natural history museum, including some supervisory and managerial experience; or three years as a science teacher if filling an educational position; or an equivalent combination of education and experience.